blenderbox

RSCO School Choice How-To Guidebook: for Parents

Welcome! To find specific topics, please navigate using the menu on this page. To speak to someone on the phone, please call us at (860) 713-6990.

Welcome to Greater Hartford Region School Choice!

This guidebook will assist families with the following steps - click each button to advance to each step.

STEP 1: Creating an Account	**STEP 2: Family Profile**
STEP 3: Understanding the Dashboard	**STEP 4: Navigating through Applications**
STEP 5: Submitting + Editing an Application	**EXTRA INFORMATION: Understanding Priorities**

Step 1: Creating an Account

Log In

Creating a Login is the first step to setting up your account.

You can do that here:

Username + Password

First, you'll be asked to create a username and password. **Your username must be a valid Email address.** You'll receive an Email at that address with a link. Click on the link to verify your account.

Welcome to the RSCO School Choice Application!

Create Your Account

Let's get started by setting up your Enrollwise account to create your RSCO School Choice application. It won't take long. You will need a valid email address to get started.

Lisa

O'Neill

Email Address

This will be your username and login. Do you need help creating an email address? We have information to help you here

Password

Must be at least 8 characters

Confirm Password

Next >   Already did this? Log in here.

Guardian Profile

After creating your Account, you'll be asked to create your Guardian Profile.

Welcome Lisa! You are now ready to start your RSCO Application!

We have a few questions for you before you start selecting your schools and programs. All fields are required unless marked as optional.

1 **Guardian**

Lisa O'Neill

ascrivener+2@blenderbox.com

2 **Contact Info**

What is the best phone number where we can reach you? (Please provide a cell phone number if you would like us to contact you by texts).

(555) 555-5555

Which type of phone is this?
○ Cell

6 **Household**

What is the highest degree a parent/ guardian residing in the home has earned?

High school diploma or equivalency (GED)

How many people are currently living in your household, including adults and children?

5

How many of the total residents in your household are children under the age of 17, including the student applicant(s)?

2

7 **Language**

We offer all of our communications in 2 languages. Which language do you prefer?
○ English
○ Español

Next

Step 2: Family Profile

Child Accounts

After creating your Guardian Profile, you'll be asked to create accounts for all children ages 2-18 in your household. Be sure to create a profile for every child whether or not they are applying, including those currently enrolled in Magnet, Open Choice, and CTECS schools. This information will be used to identify enrolled sibling priorities.

Account Set-Up

Next, you'll be asked a series of questions about each child such as their name, grade level, and date of birth. You will also select their current school and grade, which will automatically generate the grade they are entering in for the 2022-23 school year. Be sure to include this information to make sure we identify all of your priorities.

Please contact RSCO at (860) 713-6990 if you have any trouble finding your child's school or adding the correct grade.

Next Step

After completing all accounts for children in your household, you can proceed to the next step: Priorities.

Family Profile

Please create an account below for all children in your household between the ages of 2 and 18 even if you are not submitting an application for the 2022-23 school year for all children. This information will be used to identify Priorities that may apply.

1 Children — 2 Staff/Alumni Priorities — 3 Summary

Gertrude O'Neill

Edit student profile

DATE OF BIRTH 2005-01-07	**SECONDARY GUARDIAN** Patrick	**CURRENT ENROL** Avon High 10th Grade
GENDER Female	**RELATIONSHIP** Guardian	
RACE/ETHNICITY White	**RESIDES AT** 1306 1/2 State St , New Haven	

Applying for 2022-23? NO

Celia O'Neill

Edit student profile

DATE OF BIRTH 2007-05-08	**SECONDARY GUARDIAN** Patrick	**CURRENT ENROLLMENT** Avon Middle School 8th Grade
GENDER Non-Binary	**RELATIONSHIP** Guardian	
RACE/ETHNICITY White	**RESIDES AT** 1306 1/2 State St , New Haven	

Applying for 2022-23? YES

➕ Add Another Child

Next

Priority Determination

Next, you'll be able to add alumni and staff priorities that may give your child priority at certain schools.

Family Profile

Please create an account below for all children in your household between the ages of 2 and 18 even if you are not submitting an application for the 2022-23 school year for all children. This information will be used to identify Priorities that may apply.

① Children — ② Staff/Alumni Priorities —

Answer the questions below for potential staff and alumni priorities that

Alumni Priority

Have any of the children in your household had parents, grandparents, or sibl graduated from A.I. Prince, E.C. Goodwin or Howell Cheney Technical High Scho

○ Yes
○ No

Add Another Alumni Priority

Staff Priority

Do you or a secondary guardian work at a magnet school, a partner university Technical High School, E.C. Goodwin Technical High School, or Howell Cheney School? (Required)

Answer the questions below for potential staff and alumni priorities that may apply.

Alumni Priority

Have any of the children in your household had parents, grandparents, or siblings who have graduated from A.I. Prince, E.C. Goodwin or Howell Cheney Technical High Schools? (Required)

○ Yes
○ No

Add Another Alumni Priority

Staff Priority

Do you or a secondary guardian work at a magnet school, a partner university*, A.I. Prince Technical High School, E.C. Goodwin Technical High School, or Howell Cheney Technical High School? (Required)

○ Yes
○ No

*Goodwin University, Trinity College, University of Hartford, MCC, and Capital Community College

Add Another Staff Priority

Back Next

Family Profile Summary

Lastly, this page gives you a summary of each applying child's placement priorities.

If you have questions or do not see an expected priority, please call RSCO at (860) 713-6990 for assistance

Editing Child Information

Your child's account details and priorities can always be accessed and edited by selecting "Family Profile" from you Account menu.

Editing Child Information

Your child's account details and priorities can always be accessed and edited by selecting "Family Profile" from you Account menu.

From here, you can update a child's address or current grade information before getting started on an application..

Please note that if this information is changed while an application is open, this application will be deleted and reset on the Dashboard, as their eligibility may have changed.

Step 3: Understanding the Dashboard
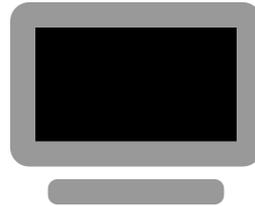
Child's Application Card

Each child in your account will have their own "Application Card."

This card will show you which application sections your child is eligible to include, their deadlines, as well as the button to Submit your Application when all sections are either completed or opted-out of.

Application ID #: 19949

Edit Child Profile

Celia O'Neill
9th Grade Application

CTECS

EARLY DEADLINE
January 9, 2022

Continue

Opt-Out

Magnet Schools

ON-TIME DEADLINE
January 30, 2022

Get Started

Opt-Out

Submit Application

ⓘ you must complete or opt-out of all available programs before submitting

Messaging

If you have any questions regarding your child's application, you can use the Messaging section of the site to send a message to the RSCO Team. The RSCO Team can also send you messages with any questions or follow ups on applications.

If you have an **unread message**, you will see a red dot next to any unread messages. You can click into that unread message to read and reply.

📅 **Your Key Dates**

No dates yet.

📅 **Messages**

These are all of your messages to and from RSCO regarding your application.

+ Create new message

📅 **Your Documents**

Once documents are created, they will appear here.

Your Documents

Here, you will receive and find documents such as Application receipts and offer letters.

Key Dates

Here, you will receive updates about upcoming deadlines and dates to remember.

Step 4: Navigating through Applications

Menu Bar

Click into the **Application Section** from your child's Application Card on the Dashboard.

Use the menu bar to move through the application at your own pace. Just be sure to submit your application on your Dashboard before the deadline!

Return to Dashboard at any time to track your progress.
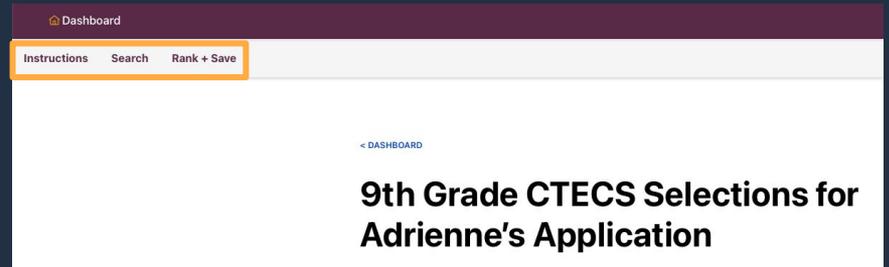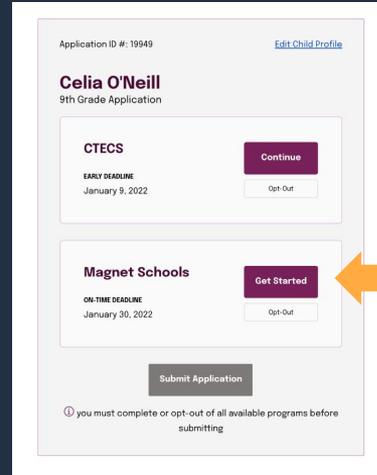
Tab 1: Instructions

This page will provide you with an **overview** of the application section you are currently in.
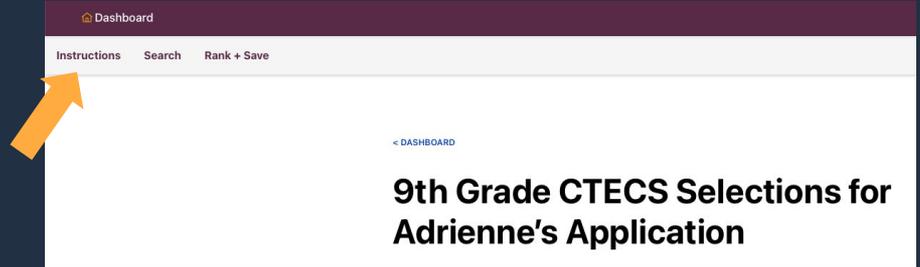
Tab 2: Search + Select
Searching

Explore schools or districts by clicking on them in the list to expand their card and view any available additional information.

Tab 2: Search + Select
How To Decide

There are a lot of schools, and a lot of information about each school.

Many families consider the daily commute and the school's location to be important factors. Use the map to see a school's location and the distance from your child's home.

Use the filters below the search bar to see only schools that meet certain criteria, such as: schools in a certain town, or schools with a specific theme.

⌂ Dashboard

Instructions   **Search + Select**   Rank + Save

9th Grade Magnet School Selections for Adrienne's Application

🏠 **Adrienne resides at:**
7 1/2 Coach Dr, CT 06489 Edit

[Search using the filters below (theme, grades, town, enrollment) or here by school name] 🔍

[Magnet Theme ⌄] [Enrollment Range ⌄] [Grade Range ⌄] [Towns ⌄]

This page lists the magnet schools that are available to you based on grade and residence. Search and select up to 5 (FIVE) of these magnet schools for your application. **When you are finished with your selections, go to RANK + SAVE to rank and save your selections.**

The map indicates the distance of the schools listed from your child's home. Click on the school name to get more information and select "Add to Application" to add the school to your list of up to 5 magnet schools. Point the arrow to the (i) icon to get information about past seat availability at the school.

Academy of Science and Innovation   ⓘ
📍 600 Slater Road, New Britain, CT 06053   **6.14 miles**
🎓 6th Grade - 12th Grade

✕   **Remove from Application**

Tab 2: Search + Select
Priority Flags

Schools where your child has a priority will be flagged. You should rank these schools in your first slot on your application if you wish to take advantage of the priority you have.

You have STAFF priority at this school. Add this school to your application to use this priority.

A. I. Prince Technical High School

📍 401 Flatbush Ave., Hartford, CT 06106

🏛 9th Grade – 9th Grade

30.90 miles

Rank Celia's School Selections

Please rank your school selections in order of preference. You may change the rank order by clicking on the arrows next to the school name or drag and drop the school in the order you prefer. Click the "X" to eliminate the school from your selections.

1. **Academy of Science and Innovation**
   View Details   ✕

2. **Greater Hartford Academy of the Arts High School - Full Day**
   View Details   ✕

3. **Connecticut River Academy at Goodwin University**
   View Details   ✕

NEXT

◁ Go Back to Search + Select

Tab 2: Search + Select
Likelihood

To better understand a child's chances of getting an offer to each program, **hover on the information icon** next to each program name to learn about the program's demand and find out that child's priority group. **Click or tap on the program for more details.**

In addition to the priority, demand for seats available at the school contributes to your child's likelihood of getting an offer. **Try to save at least a few programs with low demand** and for which you meet a priority qualification. You'll find filters that can help you pick some.
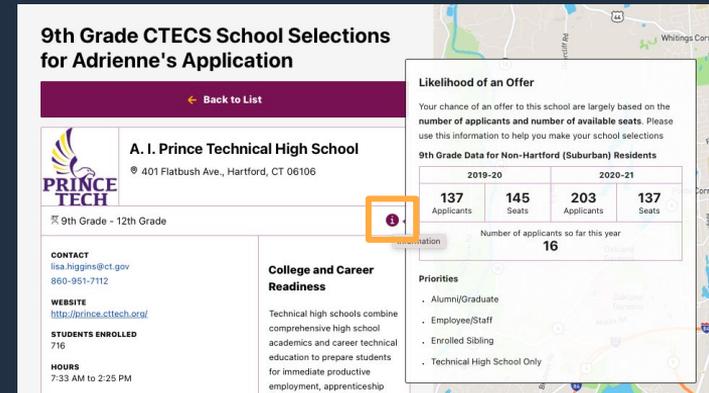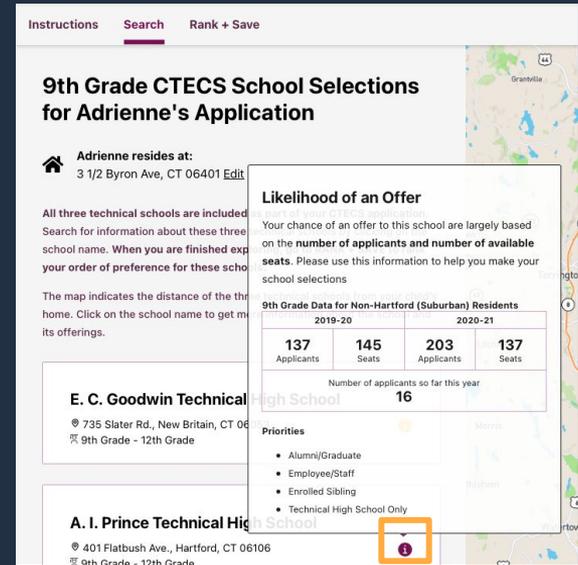
Tab 2: Search + Select
Selecting

When you find a school or district you want to include on your application, use the plus sign (**+**) next to the text "Add to Application" to add it to your list. You will see the plus turn to an **X**.

If you change your mind, you can use the X to remove this school from your list.
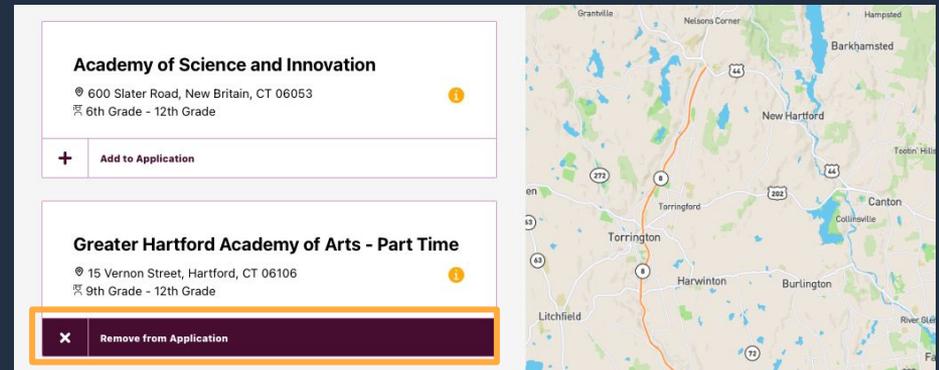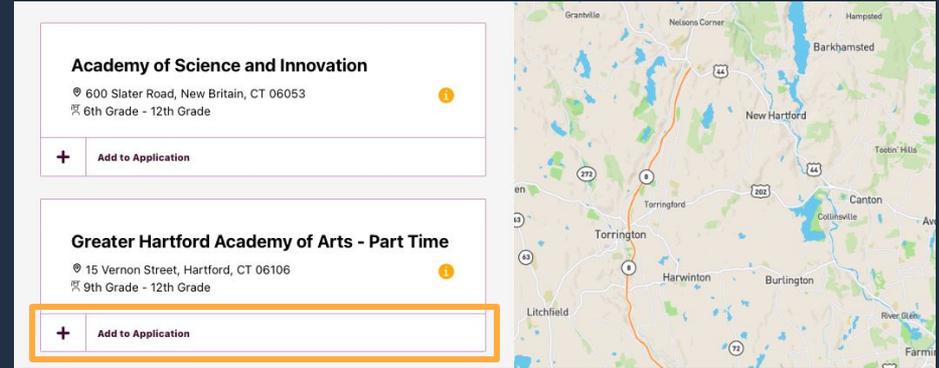
Tab 3: Rank + Save

On the Rank & Save page, you'll rank your choices in the order of your preference. This page will show you the schools or districts you've added to your application.

Drag and drop schools/districts to reorder them. Click on schools in the list to view details in order to make final decisions about how to order your list. It's important to list schools/districts in your true order of preference. Order matters!

Tab 3: Rank + Save

It's also important to apply to 5 schools/districts for Open Choice and Magnet Applications! For CTECS, 3 schools are available for you to rank. Once you've filled up your list, use the 'Next' button below the list to move to the final questions for this application section.

Remember to rank schools where your child has a priority in the first position on your application!

Rank Celia's School Selections

Please rank your school selections in order of preference. You may change the rank order by clicking on the arrows next to the school name or drag and drop the school in the order you prefer. Click the "X" to eliminate the school from your selections.

1 Academy of Science and Innovation   ✕
View Details

2 Greater Hartford Academy of the Arts High School - Full Day   ✕
View Details

3 Connecticut River Academy at Goodwin University   ✕
View Details

NEXT

‹ Go Back to Search + Select

Step 5: Submitting and Editing an Application

Submitting an Application
Submit Button

Once you have completed each available application section for your child, use the "Submit Application" button to review your choices and submit your application.

Submitting an Application
Survey

Before continuing, you'll be asked a few questions about your reasons for applying.

🕐 **Survey Questions for Adrienne**

Your application is not submitted yet, but you're almost done! You can return to the application builder at any time to revise your application.

Please complete the following questions

Some schools on your application require answers to these questions.

Have you applied to a choice program through RSCO in the past? **(Required)**

○ Yes
○ No

Where did you hear about RSCO and/or find any materials about the lottery? (Check all that apply): **(Required)**

| Select... | ⌄ |

Please tell us which magnet themes or school models interest you and your child by choosing as many as three below in the order of your interest: **(Required)**

| | ⌄ |

Second interest

| | ⌄ |

Third interest

| | ⌄ |

Please tell us more about your reasons for submitting a RSCO Application by choosing as many as three below in their order of importance **(Required)**

| | ⌄ |

Second reason

| | ⌄ |

Third reason

| | ⌄ |

Where did you complete this application **(Required)**

| Select... | ⌄ |

Review and Submit my Application ›

Submitting an Application
Review + Submit

Next, you'll be asked to review your application. At this point, you can return to any application section to make edits if you need to.

🕐 **Review Adrienne's Application**

Your application is not submitted yet, but you're almost done! Review the information and your list below. You can return to the application builder at any time to revise your application. Once you're ready to submit, click the button at the bottom.

Confirm your application

If you'd like to make any revisions, return to the application builder.

Section 1

CTECS

Status: Saved

		Edit
1	E. C. Goodwin Tec	
2	A. I. Prince Techni	
3	Howell Cheney Te	

1	Civic Leadership High School
2	Greater Hartford Academy of Arts - Part Time

Section 2

Magnet Schools

Status: Saved

Confirm the information above, and follow the instructions below to submit.

By checking these boxes, I certify that I have read, understand and agree to the following statements:

☑ I am the legal parent/guardian of the student applicant and confirm that I am authorized to submit this application (Required)

☑ I understand that providing false information in any section of the RSCO application will disqualify the application and any offers the student applicant may receive (Required)

☑ I understand that the information in the application may be shared with RSCO School Choice operators and programs (Required)

☑ I understand that submitting an application does NOT guarantee a placement offer and does NOT guarantee a placement in a specific school or program (Required)

Submit Application ›

🕐 **Submit by Sunday, February 28, 2021**

You can return to your application to make changes and resubmit it through the application deadline.

Submitting an Application
Confetti!

After you review and submit your application, you'll see confetti on your page, which tells you that application is complete! You may print a copy of your application for your records.

Please remember you need to fully complete one application for each child.

⌂ Dashboard
Help ⠀A English ⌄ My Account ⌄

Your application is submitted!

Here is your application ID for your records: 19949

Congratulations, your 9th Grade application for Celia O'Neill was submitted on Tuesday, November 9, 2021, 10:10:14 AM. We've emailed you a confirmation. You can also print this page for your records

You may edit your application through the on-time deadline on January 31, 2022. We will begin placements in the spring and will notify you by email if your child receives a placement. Please monitor your email for communications from RSCO.

Thank you for investing in your child's future!.

Go back to Dashboard   Print this Page

PDF Receipt
Download

Once an application is submitted, you can access and download a PDF Receipt from the "Documents" section of your Dashboard.

Documents ⌃

Once documents are created, they will appear here

Celia

Application Receipt →
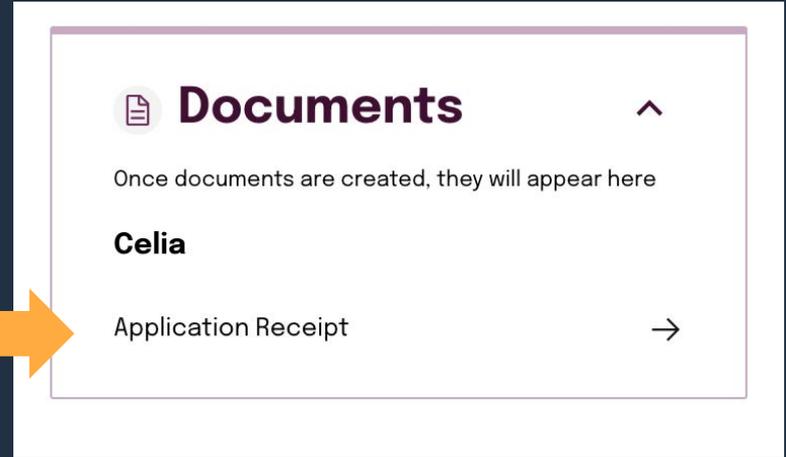
Important Note on Edits

Changing your residential address or your child's grade will reset your application. Your changes will need to be made in the Family Profile. Once you have made your changes, you will need to go back to the dashboard and begin the process over to ensure that your are making the appropriate selections based on your grade and residence.

4 Residential Address

Where does your child currently reside?

- They reside with me at 1306 1/2 State St, New Haven
- They reside at a different address

4 Residential address

Where do you reside?

1306 1/2 State St, New Haven, 06511, CT

Address is valid!

Apartment, suite, unit, building floor, etc. (optional)

- My address is not recognizable, so I have entered a nearby address.*
- I am in temporary housing.*

*Temporary housing includes transitional shelters, domestic violence shelters, and families who live with others due to loss of housing or economic hardship.

6 Current School

Is the child currently enrolled in a CT School (e.g. Public, magnet, private/parochial, Open Choice, CTECS, or Charter)?

- Yes
- No

What is their current school district?

Avon School District

Which School do they currently attend?

Avon Middle School

What is their current grade?

8th Grade

What grade are they applying for?
Please contact RSCO if the correct applying grade for your child is not listed

9th Grade

Editing an Application

Editing

Families may choose to edit applications after submitting them. They can do this before the final application deadline. Here's how:

First, you would select 'Edit' on the desired application section from the child's Application Card on the Dashboard.

Application ID #: 19949

Edit Child Profile

Celia O'Neill
9th Grade Application

CTECS

EARLY DEADLINE
January 9, 2022

Edit

Opt-Out

Magnet Schools

ON-TIME DEADLINE
January 30, 2022

Edit

Opt-Out

Application Submitted!

Last submission at: 10:10:13 am 11/9/2021

Editing + Saving

After a change is made, **you must save this change** by selecting the 'Re-submit Application' buttons after your change is made.

Extra Information: Understanding Priorities

Placement Priorities and Pathways

The RSCO placement process may use one or more of these priorities in determining placement offers and waitlist status, although application of such priorities vary from time to time and depend on the availability of seats.

Open Choice Applicant	Magnet School Applicant	CTECS
Applicant Sibling	Employee/Staff or College Student	Alumni/Graduate
Enrolled Sibling	Enrolled Sibling	Applicant Sibling
Residential Zone	Hartford Residential Neighborhood	CTECS Early Application
Open Choice Only	Residential Zone	CTECS Only
	Partner District	Employee/Staff
	Pathway	Enrolled Sibling

Priority
Alumni/Graduate

Priority may be given to an applicant who has a parent/legal guardian, sibling, or other immediate relative who graduated from a technical high school operated by the Connecticut Technical and Education and Career System (CTECS).

Priority

CTECS Early Application

Applicants entering 9th grade may apply to the technical high schools by January 10, 2022 and receive early notification of a technical high school placement opportunity in February 2022.

Priority
CTECS Only

Applicants selecting the Technical High Schools as their only option may receive priority based on available seats.

Priority

Employee/Staff or College Student

Employees of magnet schools and Hartford Region technical high schools may receive priorities for their children at schools where they work. Employees of partner colleges and universities may receive priorities for their children at their partner magnet schools. Goodwin University college students may also receive a priority at their associated magnet schools. Priorities depend on seat availability at the respective schools.

Priority
Enrolled Sibling

Priority may be given to a child who is applying to the same school that a brother or sister currently attend. The siblings must share at least one biological parent or legal guardian. The sibling that is already enrolled in the same school must continue to attend the same school or district in the following school year.

Priority
Hartford Residential Neighborhood

Priority may be given to an applicant based on how close the magnet school applicant lives to a nearby school that uses a neighborhood priority.

Priority
Open Choice Only

Applicants selecting the Open Choice Program as their only option may receive priority based on available seats.

Priority
Partner District

Applicants who live in a town that has a partnership agreement with a magnet school may be given priority based on available seats.

Priority
Pathway

- Priority may be given to students coming from another magnet school for a limited number of seats.
- Some magnet schools offer a Pk through 12th grade experience through a shared theme and curriculum.
- Students attending a school with a direct pathway continuum from one magnet school to another receive the highest priority for placement at the direct pathway school's entry grade.
- To be considered for this direct pathway placement, families must submit an on-time RSCO online application with the Direct Pathway School as their first choice.

Priority
Residential Zone

For Hartford Resident applicants to Open Choice: Placement offer is based on the applicant's residential address.

For Hartford Residents applying to Hartford Magnet Schools: Priority may be given to Hartford resident students living in specific Hartford school zones and applying to certain schools, as follows:

• Zone 1 and applying to Montessori Magnet at Annie Fisher School, STEM Magnet at Annie Fisher School, Webster MicroSociety Magnet School, Hartford PreKindergarten Magnet School, or Breakthrough Magnet School North

• Zone 2 and applying to Capital Preparatory Magnet School (Grades PK3–Grade 5 only)

• Zone 3 and applying to Breakthrough Magnet School South, Environmental Sciences Magnet at Hooker School, or Montessori Magnet at Batchelder School

• Zone 4 and applying to Kinsella Magnet School of the Performing Arts (PK4–8), or Betances
Learning Lab Magnet School

Information regarding the residential zone is provided in the application, RSCO family guide and RSCO website, www.choiceeducation.org

Priority

Applying
Siblings/Twin/Multiples

Efforts are made to link applicants where two or more children share the same address and share at least one biological parent or legal guardian in order to increase the likelihood of placement together in the same school/district. Applicants must submit an application during the same application period (during on-time or during late) to the same schools/districts in the same order of preference.